Paper Reference 31761H

Pearson BTEC Level 3

Nationals Certificate, Extended Certificate,

Foundation Diploma, Diploma,

Extended Diploma

INFORMATION TECHNOLOGY
UNIT 2: CREATING SYSTEMS TO
MANAGE INFORMATION   (PART B)

Thursday 14 January 2021 – Morning
Time: 2 hours plus your additional
time allowance.

INSTRUCTIONS TO INVIGILATORS

Pearson

INSTRUCTIONS TO INVIGILATORS

This paper must be read in conjunction with the unit information in the specification and the BTEC NATIONALS INSTRUCTIONS FOR CONDUCTING EXTERNAL ASSESSMENTS (ICEA) document.
See the Pearson website for details.

Refer carefully to the instructions in this task booklet and the BTEC NATIONALS INSTRUCTIONS FOR CONDUCTING EXTERNAL ASSESSMENTS (ICEA) document to ensure that the assessment is supervised correctly.

The 2 – hour **Part B** set task must be carried out under examination conditions.

The database and electronic templates for Activities 6 and 7 are available on the website for centres to download for candidate use.

Learners must complete this task on a computer using the templates provided and appropriate software. All work must be saved as PDF documents for submission.

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Turn over

Invigilators may clarify the wording that appears in this task but cannot provide any guidance in completion of the task.

Invigilators should note that they are responsible for maintaining security and for reporting issues to Pearson.

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MAINTAINING SECURITY

- Learners must not bring anything into the examination environment or take anything out.
- Centres are responsible for putting in place appropriate checks to ensure that only permitted material is introduced into the examination environment.
- Internet access is NOT permitted.
- Learner's work must be regularly backed up. Learners should save their work to their folder using the naming instructions indicated in each activity.
- During any permitted break, and at the end of the examination, materials must be kept securely, and no items removed from the supervised environment.
- Learners can only access their work under supervision.
- User areas must only be accessible during the examination session and only by the individual learners.
- Any materials being used by learners must be collected in at the end of the examination.
- Following completion of **Part B** of the set task, all materials must be retained securely for submission to Pearson.
- **Part A** materials must not be accessed during the completion of **Part B**.

OUTCOMES FOR SUBMISSION

Each learner must create a folder to submit their work.

The folder should be named according to this naming convention:

[Centre #]_[Registration number #]_ [surname]_[first letter of first name]_PartB

Example: **Joshua Smith** with registration number **F180542** at centre **12345** would have a folder titled

12345_F180542_Smith_J_PartB

Each learner will need to submit 3 PDF documents AND their final database within their folder.

The 3 PDF documents should use these file names:

ACTIVITY 6:
activity6_[Registration number #]_ [surname]_[first letter of first name]

ACTIVITY 7:
activity7_[Registration number #]_ [surname]_[first letter of first name]

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Outcomes for Submission. continued.

ACTIVITY 8:

activity8_[Registration number #]_ [surname]_[first letter of first name]

An authentication sheet must be completed by each learner and submitted with the final outcomes.

The work should be submitted no later than 18 January 2021.